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# Anticipated Disability Leave of Absence Guidelines

## New York/New England Bargained for Employees

### 1.0 General

Under the Anticipated Disability Leave of Absence, an employee may elect to take an unpaid leave of absence prior to a planned disability such as pregnancy or elective surgery that is expected to last more than seven consecutive calendar days and for which medical treatment has been scheduled.

If there is any conflict between these guidelines and any applicable collective bargaining agreement, the latter shall be controlling.

An employee's absence during the period covered by the Anticipated Disability Leave is not subject to the provisions of the Verizon Northeast Attendance Plan.

A departmental leave may not be granted for anticipated disability purposes. Anticipated Disability Leaves require approval from the Leave of Absence Administrator, regardless of length.

### 2.0 Eligibility

Any regular full-time, part-time or temporary New York/New England bargained for employee, regardless of the length of his/her Company service, is eligible for Anticipated Disability Leave of Absence (ADL) upon furnishing Verizon with satisfactory medical evidence of his/her disability which is expected to occur during the requested leave period and for which medical treatment has been scheduled.

### 3.0 Duration of Leave

The minimum duration of an ADL is one full day, unpaid and non-disabled. Leave may be granted for an initial period of up to six (6) months.

### 4.0 Request for Leave

An employee should discuss a leave request with his/her supervisor as early as possible before a leave is to begin.

An ADL will ordinarily be granted at a time requested by a non-disabled employee. The first day of the leave should be the first scheduled work day following the last day worked or paid as Holiday, Vacation, or Excused Work Day, or the first day following a period of sickness disability benefits under the Verizon Sickness and Accident Disability Benefit Plans. A minimum of one full day of leave, unpaid and non-disabled, must occur before the actual disability. If an employee works until certified disabled or the anticipated disability occurs on or before the first scheduled day of the leave, the leave is canceled by the employee's department and incidental absence pay and sickness disability benefits are paid, as applicable.

### 5.0 Application Process

The employee may obtain an [Application for Anticipated Disability Leave of Absence \(G2518-ADL\)](#) on About You. The completed application should be signed by the supervisor and Director and forwarded to the Leave of Absence Administrator.

Satisfactory medical evidence of the anticipated disability should be furnished to Verizon's Leave of Absence Administrator by the employee's personal physician on the Attending Physicians Report of Anticipated Disability (G25 1 8-ADL) form.

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If the ADL leave is for 30 days or greater, the employee's supervisor must submit the leave request in Manager Self Service (MSS).

#### **6.0 Verizon Leave of Absence Team**

The Verizon Leave of Absence Team will review the documentation provided and will advise the employee and department of the status of the leave request.

#### **7.0 Reinstatement**

Employees on ADL are expected to return to work, to their same job or one of similar status and pay, at the end of the certified disability period. Reinstatement is guaranteed and is a departmental responsibility.

When an ADL is granted to a temporary employee, the reinstatement provision following termination of the certified disability, or any subsequent guarantee of reinstatement, shall not extend beyond the period of employment specified at the time of hiring.

#### **8.0 Paid Employment While on Leave**

Unless you receive the prior written approval of your supervisor and Human Resources, you may not accept paid employment during your normal work hours.

#### **9.0 Attendance, Performance and Other Improvement Programs**

Granting a leave does not cancel any steps or procedures previously taken as part of an attendance, performance or other improvement program. Upon return from a leave, the employee is at the same point in such a program as when the leave began.

## **Conditions for Leave**

**Employee Benefits during Anticipated Disability Leave (For additional details or questions surrounding your health care benefits, reach out to the Verizon Benefits Center at 855-489-2367)**

#### **Health Care Coverage**

Your medical, dental and vision care coverage can continue throughout your Anticipated Disability Leave. Verizon will pay the amount it normally does for your coverage during your leave. If you contribute to the cost of your health care coverage, however, you must continue making contributions during your leave. The Company will bill you monthly for these charges.

#### **Basic Life and Accidental Death and Dismemberment (AD&D)**

Basic Life and AD&D Insurance coverage automatically continue throughout your leave up to 6 months.

#### **Supplemental Life, Dependent Life and Dependent AD&D**

You may continue coverage for Supplemental Life, Dependent Life and Dependent AD&D during your entire leave provided you pay the required premiums, which will be billed to you monthly. You also can reduce the amount of your Supplemental Life, Dependent Life and Dependent AD&D Insurance coverage or stop your coverage while you are on leave.

You may enroll for or increase your coverage for Supplemental Life, Dependent Life and Dependent AD&D Insurance any time after you return to work, subject to the Statement of Health Form requirements (also referred to as "Evidence of Insurability" [EOI]) of the Survivor Benefits Program. If you continue paying the required



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premiums while on leave, when you return to work your contributions resume automatically with no Statement of Health Form requirements. If you do not pay your premiums while on leave through the monthly billing process, coverage will terminate. If you re-enroll, you will be subject to EOI noted above.

### **Savings Plan Participation and Payroll Deductions**

Your Savings Plan allotments and other payroll deductions will stop when your unpaid leave begins.

If you qualify to receive Verizon Sickness and Accident Disability benefits during your period of disability, your Savings Plan contributions will be deducted from disability benefits when they are paid. The contribution percentage will be the same as that deducted from your pay, unless you increase, reduce or cancel it.

You can make contribution changes while on leave, which will take effect when your pay resumes. You also can make investment changes and may be eligible to take a withdrawal from the Plan. If you have an outstanding loan when your leave begins, you will receive a coupon book to use to continue making payments during your leave.

Bank loan payments, charitable and political contributions and other payroll deductions are cancelled for the duration of the leave.

When you return to work, your Savings Plan contributions will resume automatically. However, you will not be able to make up for contributions missed during your leave. Pioneer dues will resume automatically, but you must re-authorize all other deductions before they will begin again.

### **Health Care and Dependent Care Spending Accounts**

Your participation in the Health Care Spending Account (HCSA) & Dependent Care Spending Account (DCSA) ends when your leave begins.

If your leave is greater than 30 days, you will need to re-elect coverage for the Spending Accounts upon your return. If your leave is less than 30 days, coverage would be reinstated as long as you return within the same calendar year as the leave started. If you return the following year, you would need to re-elect coverage.

If you do not return to work following your leave, you can elect to continue participation in the HCSA through COBRA and submit claims for expenses incurred while COBRA coverage continues, through the end of the calendar year in which your leave ends.

You cannot continue the DCSA through COBRA, however, you can submit claims for expenses incurred prior to your leave date.

### **Concession Telephone Service**

Concession Telephone Service continues during your leave on the same basis as before your leave began.

### **Sickness Death Benefit**

A Sickness Death Benefit may be payable to your mandatory beneficiaries if you die during your leave and you were eligible for this benefit on the day prior to beginning your leave.

### **Vacation**

Arrangements must be made to conform to current Verizon policies and collective bargaining agreements regarding vacation scheduling, intervals and carry-over provisions.



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When a leave is to occur before the employee has taken his/her annual allotted vacation to which he/she is entitled, the supervisor should be sure that sufficient time will remain after the leave for the employee to then take the vacation. When this would not be possible, the vacation must be taken prior to the leave.

When a previously scheduled vacation would occur during a period of leave, the vacation shall be rescheduled, generally to precede the leave. When an ADL extends into the following calendar year, even for one day in the following year, the employee becomes eligible for vacation in that following year as of the termination date of the leave. In such a case, needs of the business permitting, the employee need not return to work prior to taking the vacation.

There will be no payments in lieu of vacation which was missed because of an ADL. Vacation may not be scheduled to occur between two leaves of absence.

### **Holiday**

Holiday treatment during a leave is as follows:

- Holidays occurring during an ADL will not be paid.
- A day in lieu of a Holiday which occurs during the leave is not permitted.

### **Excused Work Days**

Excused Work Days scheduled to occur during an ADL must be rescheduled. Arrangements must be made to conform with current Verizon policies and collective bargaining agreements regarding scheduling intervals and carry-over provisions.

### **Service Credit While You Are on Leave**

You receive service credit for the first 30 days of leave and for the entire period in which you're considered disabled (on Short-Term Disability). The service is credited only if you return to work.

### **Other Available Leave**

If you are eligible for leave under any applicable law, including the Family and Medical Leave Act (FMLA), or other plan or policy, this leave will run concurrently with any and all other leaves to the full extent permitted by law.

## **Additional Information**

Refer to your collective bargaining agreement.

Last Updated: January 2018

